

# SANDY CITY APPROVED POSITION SPECIFICATIONS

- I. Position Title: Sergeant Revision Date: 12/15  
EEO Category: Protective Service  
Status: Non-exempt  
Control No: 36403

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of a Police Captain, supervises a shift of police officers, in the patrol or detective division or performs special departmental support functions. May be assigned to special duty. All assignments and/or shifts will be directed by the Chief of Police.

### III. Essential Duties:

**PATROL**

Supervises police officers including, but not limited to, the following activities:

- Review police reports for accuracy and input.
- Assist officers on the scene of an incident.
- Conduct criminal and accident investigations.
- Direct routine patrol assignments.
- Coach and mentor officers.
- Give input to lieutenants regarding policy and procedure development.
- Enter employees' payroll information into computer.
- Prioritize officers' responses to police calls for service.
- Evaluate employees' work performance.
- Address citizens' complaints, concerns, questions, etc.
- Provide back-up for officers on hazardous calls for service.
- Evaluate and approve case reports (in absence of lieutenant).

**DESK**

- Develop/manage bailiff procedures and policies.
- Develop/manage desk officer procedures and policies.
- Responsible for crime prevention employees
- Give input to lieutenants regarding policy and procedure development.
- Review police reports for accuracy and input.
- Coach, mentor and train officer and civilian employees.
- Enter employee's payroll information into computer.
- Evaluate employees' work performance.
- Provide back-up for officers as needed.
- Handle calls when necessary and appropriate.
- Address citizens' complaints, concerns, questions, etc.
- Assist Patrol division in administrative duties as assigned.
- Coordinate special programs as assigned.

## ADMINISTRATIVE

- Assist Chief of Police in administrative duties as assigned.

- Respond to issues and concerns involving dispatch.
- Give input to lieutenants/captains regarding policy and procedure development.
- Evaluate employees' work performance.
- Address citizens' complaints, concerns, questions, etc.
- Handle calls when necessary and appropriate.
- Coordinate recruitment and hiring.
- Coordinate special programs as assigned.
- Serve as department Public Information Officer (PIO).
- Coordinate off-duty employment opportunities.

#### **INVESTIGATIONS / YOUTH UNIT**

- Give input to lieutenants regarding policy and procedure developments.
- Develop/manage investigations operations - review and process reports, contact parents and guardians and evaluate referrals.
- Perform case management and criminal investigations, act as school liaison, work with NOVA, etc.
- Responsible for staff evaluations and motivation: train, coach and mentor investigators.
- Identify critical needs and services, i.e. shelter, treatment, etc.
- Set long-term goals and objectives.
- Address questions and concerns of citizens.
- Act as interagency liaison among courts, police, citizens, DFS, schools, etc.
- Develop and utilize crime analysis information.
- Evaluate and approve case reports.
- Perform payroll management duties including time entry and overtime approval.
- Supervise police auxiliary officers.

#### **IV. Marginal Duties:**

- Attend supervisory meetings.
- May develop standard operating procedures.
- May be assigned to the task force or other committees.
- Act as intra-department communication liaison.
- Perform equipment inspections.
- May assume responsibility for special management and operation functions such as police officer training, data processing, firearms certification training, juvenile counseling, public programs or others.
- Perform other duties as assigned.

#### **V. Qualifications:**

**Education:** Associate's degree in law enforcement or related field preferred.

**Experience:** Requires at least seven years as a police officer and at least two years with Sandy City. Must be a master officer.

**Certifications/Licenses:** Must pass and maintain Utah POST certification. Requires a valid Utah Driver's License. Must be able to qualify on a yearly basis in required areas such as firearms, emergency vehicle operation and arrest control, unless excused by Chief of Police. Must attend mandatory training as defined by department policy.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Police terminology and practices; municipal and state laws; city and department policies and procedures; management, instruction and supervisory techniques; special duty may require knowledge and skills in specialized subfields as determined by changing departmental needs.

**Responsibility for:** Great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people.

**Communication Skills:** Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; frequent contacts involving the carrying out of programs and schedules.

**Tool, Machine, Equipment Operation:** Requires regular use of office equipment including a computer, printer, telephone and copier; occasional use of a firearm; perform emergency vehicle driving.

**Analytical Ability:** Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; organize, delegate and establish meaningful goals; understand and apply the principles of community policing and community values.

VI. Working Conditions:

*Physical Demands:* Duties of job require moderate to heavy physical exertion including running, climbing, kneeling, stooping and balancing; constant seeing and hearing; must maintain adequate physical fitness. Employee typically handles office equipment, objects or controls and other types of equipment; frequently communicates with others. Employee will sit or stand for long periods of time and may move up to 50 pounds. Constant attendance is required.

*Work Environment:* Great mental effort is required daily to deal with hostile and upset people. Great pressure and fatigue exist during a normal workday due to moderate exposure to stressful situations, overtime, deadlines and contact with the public. Frequent exposure to unpleasant or hazardous conditions caused by the handling of dangerous situations and outdoor work in all types of weather. The noise level is usually moderate. Position requires rotating shift work, including days, graveyard, weekends and holidays.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_